

## Office of Management and Budget

## § 1312.25

Responses to such appeals will be made within 30 days of receipt.

### Subpart B—Control and Accountability of Classified Information

#### § 1312.21 Purpose.

This part prescribes procedures for the receipt, accountability, transmission, and access to classified information within the Office of Management and Budget.

#### § 1312.22 Responsibilities.

The effective direction by supervisors and the alert performance of duty by employees will do much to assure the adequate security of classified information in the possession of OMB offices. Each employee has a responsibility to protect and account for all classified information that he or she knows of within his or her area of responsibility. Such information will be made available only to those who have official need to know, and who have been granted the appropriate security clearance by competent authority. Particular care must be taken not to discuss classified information over unprotected communications circuits (to include intercom or closed-circuit TV), at non-official functions, or at any time that it might be revealed to unauthorized persons. Classified information will not be entered into any computer system available to OMB offices.

#### § 1312.23 Responsibilities.

(a) The Security Officer will supervise the administration of this part, to include:

(1) Promoting a correct understanding of this Section and conducting initial briefings about security procedures for all new employees.

(2) Providing for periodic inspections of office areas and reviews of produced documents to assure full compliance with OMB regulations and procedures.

(3) Taking prompt action to investigate alleged violations of security, and recommending appropriate administrative actions with respect to violators.

(4) Supervising the annual inventories of Top Secret material.

(5) Insuring that containers used to store classified information meet approved security standards and that combinations to security containers are changed as required.

(b) Head of offices or division within OMB are responsible for the administration of this part within their areas, including the maintenance of the prescribed control and accountability records for classified information and the establishment of internal procedures to insure that classified material is properly safeguarded at all times.

#### § 1312.24 Access to classified information.

Classified information may be made available to a person only when the possessor of the information establishes that access is essential to the accomplishment of official government duties, and that the proposed recipient possesses a security clearance granted by competent authority.

#### § 1312.25 Access by historical researchers and former Presidential appointees.

The procedure of classification requirements may be waived for persons who are engaged in historical research projects, or who previously have occupied policy-making positions to which they were appointed by the President. In these instances, the Security Officer will make a determination as to the trustworthiness of the requestor, and will obtain written agreement from the requestor to safeguard the information to which access is given. He will also obtain written consent to the review by OMB of notes and manuscripts for the purpose of determining that no classified information is contained therein. Upon the completion of these steps, the material to be researched will be reviewed by the division of primary interest to insure that access is granted only to material over which OMB has classification jurisdiction. Former Presidential appointees will be granted access only to that information that he or she originated, reviewed, signed, or received while serving as a Presidential appointee.